



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Ave, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: call 7-1-1 or 800-253-0191

SENIOR ACCOUNTANT CLERK TREASURER

POSTING DATE: June 4, 2015

RATE OF PAY: \$24.6128/hr

EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: June 18, 2015

POSITION STATUS: Regular Full Time

CLASSIFICATION GRADE: 18

UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

Provides senior level accounting services, including supervision, in support of the City's central accounting function. Position may also provide accounting services to several other major City Departments, including Burlington International Airport and Burlington Telecom.

Essential Job Functions:

- Performs and/or supervises accounting duties such as the preparation of journal entries, bank statement reconciliation, general ledger account reconciliation and billing, including but not limited to, payroll, accounts payable, revenue collection, work order accounting and fixed asset accounting.
- Supervises, evaluates and trains appropriate fiscal and clerical staff necessary to carry out the above duties.
- Responsible for managing team with the purpose of goal setting, work simplification, and efficiency.
- Manages the KeyBank, TD, or other bank web based portals for all users.
- Approves pending Wire and ACH transactions.
- Reviews bank account information, search transactions and perform account transfers.
- Responsible to protect account data, and create security rights.
- Responsible for electronic transfer of check data, virtual cards, and oversight and reporting of the Procurement Card transactions.
- Responsible for reconciliation of Pension Investments, and retirement fund.
- Assists in the preparation of the City's budget.
- Assists in the development and maintenance of appropriate accounting standards and procedures in accordance with Generally Accepted Accounting Principles (GAAP) and other regulatory guidelines and requirements.
- Assists with audits including, but not limited to, the reconciliation of assigned general ledger accounts producing schedules and documentation as well as responding to auditor inquiries.
- Performs and/or oversees the development and reporting of the City's cost allocation plan and capital assets as well as assists with rate design studies and maintains equipment inventory systems.
- Prepares reports, including but not limited to, Capital Improvements, reconciliations, and periodic budget reports.
- Assists in the processing, checking and posting of transactions associated with the City's fiscal and accounting functions

Qualifications/Basic Job Requirements:

- Bachelor's Degree in Accounting, Business Administration, or related field and three years of relevant experience in accounting; or An Associate Degree or equivalent state testing in accounting and five years of relevant accounting experience; or an equivalent combination of education and experience.
- Minimum of two years supervisory experience required.
- Thorough knowledge of general accounting principles and practices required.
- Working knowledge of computerized accounting systems including the ability to operate spreadsheets, word-processing, and database software in a Windows based environment.
- Knowledge of applicable State and Federal guidelines for telecommunication, Federal Airport Grants, and applicable payroll/income tax rules preferred
- Ability to delegate, direct and review the work of subordinate staff and the ability to train associates in accounting practices and procedures.
- Must be consistent and accurate.
- Ability to work well under pressure and appropriately deal with stress.
- Ability to communicate effectively both orally and in writing with City management and departmental staff.
- Ability to establish and maintain good relations with co-workers.
- Ability to meet schedules and deadlines while working with minimal supervision.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.